



Library and Literacy Specialist

Cambridge Montessori School seeks a part-time Library Specialist for the 2024-2025 school year. The Library/Literacy Specialist will have dual roles in working with our community of learners: fostering a love of literature and familiarity with the function of the library, as well as working with our students who need extra support in reading. This person will work closely with all the teachers in implementing a curriculum that complements each program.

This person will work with our teachers to assess students' reading levels and to determine if additional support is needed and to design the individual student plans.

As such, this Specialist will:

- Provide programs and materials that promote a love of learning, access to many sources of information and meet the informational needs of the Cambridge Montessori community.
- Be guided by an understanding of children's ability to assimilate and understand literature, information skills and information needs.
- Provide literature, information programs and materials that represent the respect and value of differences.
- Provide a high-quality program which continually updates information materials and is a leading example of information skills instruction.
- Work with teachers to design and implement needed literacy interventions for students who need support.
- Coordinate with staff in ongoing ways to support curriculum and skills taught in the classroom.
- Provide ways to help children, parents and teachers work together to use literature and information to create highly literate students.
- Nurture a sense of information competence among all community members that will enable them to be contributing members of the school community, as well the community beyond our walls.

CMS has two separate libraries. One for Toddler/Primary (2–6-year-olds) and one for Elementary/Middle School students (6–14-year-olds). Using our automated catalogue system, the Specialist will be responsible for managing circulation and inventory of books and materials.

This is a part-time position, requiring 25-30 hours per week of instructional and prep time. The salary is competitive, based on background and experience. Benefits include health insurance, short and long-term disability insurance, a 403B retirement plan and paid personal and professional leave days.

We seek a flexible, imaginative, creative individual who can effectively plan, and problem solve with a team. The ability to understand and willingness to work with a range of learning styles is key. While formal Montessori training is not required, an appreciation of Montessori philosophy is essential, as is the ability to work with children from ages two to fourteen. We expect our faculty to be involved and active in the school community. A confident, professional demeanor and a sense of humor are important characteristics. Candidates must be able to communicate effectively with students, parents, colleagues and others. Strong writing skills are a prerequisite. Above all, a strong respect for and love of children is essential to function effectively in this child-centered environment.

Qualifications

The ideal candidate will have experience with a variety of educational platforms, have experience literacy intervention programs, hold an advanced degree in Information/Library Science or a related area and be familiar with the Montessori curriculum. Candidates with a state certification as a School Librarian preferred.

Contact

Candidates should send a cover letter, personal statement, and resume to: Sue Angelides, Head of School
employment@cambridgemontessori.org

About our school

At Cambridge Montessori School, we partner with our diverse community, using authentic Montessori principles, to reveal each child's innate love of learning and prepare our children to thrive in a complex world.

Cambridge Montessori School is a coeducational independent day school currently enrolling students toddler age through grade eight. Since 1963, CMS has served

Cambridge and surrounding towns. CMS is a dynamic, international community, which reflects the diverse culture and rich educational resources of the region and enrolls students from over 20 different countries. CMS is accredited by the American Montessori Society and the Association of Independent Schools in New England and is a member of the National Association of Independent Schools, Montessori Schools of Massachusetts, and the International Montessori Council.

CMS is a non-sectarian institution and does not discriminate based on race, gender, religion, national or cultural origin, sexual orientation, family style, political belief, or disability in the administration of its admissions, financial assistance, education or employment practices.